



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
CHILD & FAMILY SERVICES AGENCY**



Office of Contracting & Procurement

SUBJECT: Request for Human Care Agreement No. CFSA-04-R-0002 Mentoring Services

TO ALL PROVIDERS:

The District of Columbia, Child and Family Services Agency (CFSA) is seeking Contractors to qualify to provide Mentoring Services to Children who are in the custody of the District of Columbia's Child and Family Services Agency.

The attached Human Care Agreement Contractor Qualification Record Form (CQD) should be completed to assist CFSA in qualifying your company. In addition, your statement of qualification should include responses to items A through L, listed on page 2 of Standard Form 1900. You may provide a summary of your capabilities in Section VIII of the Standard Form 1900. Written questions must be submitted by February 9, 2004 to the address below, your completed form with any attachments should be submitted to the same address by close of business February 17, 2004 no later than 4:00 PM:

Miriam H. Peace, Contract Specialist
Child and Family Services Agency
District of Columbia Government
955 L'Enfant Plaza, SW – Suite 5200
Washington, DC 20024
Email mpeace@CFSA-dc.org

Electronic copies of the CQD may be obtained at web-site: www.cfsa.dc.gov. Each provider must record its' Name, Date and Time when acquiring a hardcopy of this CQD.

CFSA appreciates your interest and we look forward to your possible participation in this procurement.

Sincerely,

Miriam H. Peace
Contract Specialist